

Contra Costa County Animal Services Department
Instructions and Regulations For Pet Licensing Application

These instructions and explanation of terms are written to help you complete the Pet Licensing Application. If you have questions, please call Animal Services Licensing at (925) 335-8310.

Pet Owner: Please complete the application form (if your vet has not already done so) by completing the owner information and the pet information. If your vet has not completed the rabies certificate portion of this form, and you have a separate vaccination certificate, attach a copy of the certificate to this application when submitting for the pet license.

Special Identification: Identify special medication required by your pet, or specify any medical conditions or physical characteristics we should be aware of, such as epilepsy, tattoos, microchip implants, or missing members.

Fee Schedule: This information is provided to help you determine the appropriate licensing fees. Please check the boxes next to the fees selected. If you are charging your license fee to your credit card, fill out the credit card section below. **NOTE: There are no refunds once a license is issued, and there are no pro-rated license fees.**

2-to 3-Year License: For your convenience, multi-year licenses at reduced rates are available if you select the optional 2- to 3-year license. You may select an optional 2- to 3-year tag only if your rabies vaccination does not expire before the end of the 2- to 3-year licensing period.

Spay/Neuter License: Reduced licensing fees are available for animal owners who have had their pets spayed or neutered. Please submit a copy of the sterilization certificate with this application if you have not previously done so.

Special No-Fee License: The County Animal Control Ordinance provides free licensing of certain pets as specified below. If you qualify, check the "SPECIAL NO-FEE LICENSE" box, then enter the appropriate code in the space provided.

CODE EXPLANATION

SR - Senior Citizen: Pet owners age 65 or over can have one (1) pet per household licensed free. If you have not already done so, please include a photocopy of the front of your driver's license as confirmation of age when requesting a free animal license.

GD - Guide dogs/Service dogs: Dogs trained to assist sight-impaired or disabled persons in moving from place to place qualify for a free license if used for that purpose.

PD - Police dogs: Dogs trained and utilized to assist law enforcement officers in the conduct of their duties are exempt from licensing fees (including dogs used for search and rescue).

Penalty Fee: State and County regulations require vaccination and licensing of all dogs within 30 days of reaching four (4) months of age. All dogs over four (4) months of age must also be licensed within 30 days of entering Contra Costa County or within 30 days of acquisition. Contra Costa County requires that license renewals be paid within 60 days of the previous license expiration date. The penalty fee is payable if your pet has not been licensed in accordance with the above requirements.

Replacement Transfer Fee: There is a \$5 fee to cover costs associated with replacing a lost license tag, or to ownership prior to license expiration date.